

Illinois Department of Central Management Services Business Enterprise Program (BEP)

The Business Enterprise Program is delighted to announce a series of informative vendor *Opportunity Training Seminars* featuring topics that will focus on the various problems often encountered by business owners, providing practical solutions, training and innovative skills. For the month of August, the Business Enterprise Program is pleased to announce our 2nd (in a series) Opportunity Training Seminar as follows:

Understanding how to conduct business with the State of Illinois: The Procurement Methods

Wednesday, August 25, 2004 * 9:30 A.M. – 11:30 A.M.
100 W. Randolph, Room 2-025 * Chicago, IL 60601

For more info call: 312-814-4190

This seminar will cover understanding how to conduct business with the State of Illinois and the procurement methods. The IFB (Invitation for Bid) and the RFP (Request for Proposal) methods will be discussed in detail. The seminar will be conducted by Vince Salvo who has 15 years experience in contract administration with Central Management Services and Don Lynch of the Bureau of Strategic Sourcing & Procurement/General Services.

The seminar is free, but pre-registration is required as space is limited. Please pre-register by August 16, 2004, at:

www.state.il.us/cms/1_selling/bep_OTs08.htm

Discount parking (\$2.00 off) for cars parked 9:00 A.M. to 2:00 P.M. with validated ticket, at Mid-City Parking, 215 W. Lake Street (Lake and Wells), 312-332-8169

(Note: Seminars are subject to change.)

Business owners without E-mails please fax or mail your pre-registration form.

***** PRE-REGISTRATION FORM *****

Yes ☐, I plan to attend the Business Enterprise Program workshop on, _____ in _____
Date of Workshop Provide which Location

PLEASE CHECK each of the following which are applicable: Gender ☐ Male ☐ Female

☐ African American ☐ Asian American ☐ Caucasian Female ☐ Hispanic ☐ Native American ☐ Person with Disability

PLEASE PRINT OR TYPE

Name/Title: _____

Business Name: _____ Type of Business _____

Address: _____ Telephone: () _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail address: _____

How did you hear about BEP? Check all that apply:

☐ Direct Mail ☐ BEP Staff ☐ Internet ☐ Agency (specify name): _____ ☐ Other (specify): _____

Please fax to (312) 814-5539 or return by mail to: Illinois Department of Central Management Services, Business Enterprise Program, 100 West Randolph, Suite 3-350, Chicago, Illinois 60601